



**Professional Development Activities
Descriptions and Calendar
2009- 2010
Second quarterly update, Dec 2009**

Important things to know about Learning Works professional development opportunities:

- All events on this calendar are free to you unless otherwise noted.
- The date and location of events are subject to change. Participants registered by the deadline will receive timely alerts regarding any changes.
- Please observe registration deadlines as there may be space limits.
- Professional development hours will be recorded only for full participation.
- Refreshments are provided only where noted; otherwise please plan accordingly.
- This year, each professional development opportunity is referenced to one or more competencies for adult educators. This is to help staff identify opportunities that support their individual professional development plans.
- Evaluation is an important part of the professional development cycle. Your attention in sharing your evaluative comments at the conclusion of trainings is important. On occasion you will also be asked via email or phone for your reflective comments on how the professional development has improved your practices with adult learners. Your responses to these are essential to the ongoing evaluation cycle. To encourage your participation there will be a raffle prize drawing for those who respond.
- No statewide AEL conference is planned for this year.
- This calendar will be updated quarterly and re-distributed with new professional development opportunities added.

To register for professional development activities, please email kate.nicolet@state.vt.us

Didja know that there is a listserv for Learning Works staff in Vermont? Announcements regarding professional development as well as other pertinent information are shared on the "didja_know" listserv. To subscribe, send an email to kate.nicolet@state.vt.us.

Learning Works Professional Development has a home on the internet:

http://www.learningworksvt.org/html/prof_development.html

With questions about trainings or to register, please contact:

Kate Nicolet * kate.nicolet@state.vt.us * (802) 828-5144

2009-2010 Professional Development Calendar at a Glance (Descriptions follow)

1/15: EFF Study Group Part 1

1/29: EFF Study Group Part 2

JANUARY 2010						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2010

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28						

Integration of Technology:
online course begins Feb 1

2/5: EFF Study Group Part 3

2/17: Learning to Achieve
Northwest Part 1

2/19: Learning to Achieve
South Part 1

2/19: Annual Assessment
Training, Colchester

3/3: Learning to Achieve
Northwest Part 2

3/5: ESOL Session 4

3/5: Learning to Achieve
South Part 2

3/19: CASAS FWA Initial Part 1

MARCH 2010						
S	M	T	W	Th	F	S
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28	29	30	31			

APRIL 2010

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25	26	27	28	29	30	

4/2: CASAS FWA Initial Part
2

4/2: Annual Assessment
Training, Rutland

4/16: Advanced Math Part
1

4/30: HSCP Staff Training

5/7: Advanced Math Part 2

5/7: ESOL Session 5

5/7: Leadership Exc Academy
Session 2

5/21: BEST Plus Refresher

MAY 2010						
S	M	T	W	Th	F	S
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23	24	25	26	27	28	29
30	31					

JUNE 2010

S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/4: Advanced Math Part 3

Professional Development Weeks at the Centers

In 2009-2010, AEL full service centers schedule the equivalent of a week of center-based professional development. It is a time for busy staff to be able to take on professional learning as a primary job responsibility.

During this time, staff in the center or region work together on improving their professional knowledge and skills on commonly-identified topics, with substantive time allowed for staff to process and plan for how to put the learning into practice.

Those marked with an asterisk would welcome participation of AEL staff from other centers in certain sessions.

Dates	Location	Topics
August 17-21	Franklin/ Grand Isle	Site academic planning, presentations from community partners, etc.
August 17-21	Chittenden ESOL team	SmartBoard and technology integration, etc
August 31- Sept 4	Chittenden AEL team	Individual Professional Development Plans, Learning Differences Screening Tool, Ed Advising, staff rotation of leading demonstration workshops, etc.
August 24-28	Addison	Curriculum, assessment, individual work projects, etc.
September 8-11	Rutland	Individual Prof Dev Plans, staff presentations, community resources for student referrals, etc
September 3-4, Oct 22-23, Nov 30	Hartford	Individual Prof Dev Plans, online resources, DataWorks, curriculum development, etc.
Half-days: Sept 18, Oct 16, Oct 30, Nov 20, Jan 15, Feb 19, March 5, March 26, April 30, May 14	Brattleboro*	Various including Learning Disabilities, motivating adult learners, curriculum development, presentations by county social service providers, etc.
Half-days: August 28, Sept 11, Oct 9, Nov 13, Dec 11, Jan 8, Feb 12, March 12, April 9, May 14, June 11	Barre CVABE*	Refining local outreach strategies and improving local work with volunteers
TBA	NEKLS	TBA
Sept 10 and others TBA	Bennington TTC	Programming, instructional schedules, and curriculum, etc.

Professional development opportunities (in alphabetical order by title)

Advanced Math Instruction with Equipped for the Future

Donna Curry, EFF national consultant and math specialist

Part 1: April 16, 9:30 am- 3:30 pm

Part 2: May 7, 9:30 am- 3:30 pm

Part 3: June 4, 9:30 am- 3:30 pm

1: Randolph, Vermont Technical College, Morey Lounge

2: Randolph, Vermont Technical College, Morey Lounge

3: Barre, DOE Annex, 1311 Route 302 (Barre-Montpelier Rd), Cavern conference room

Equipped for the Future (EFF) Standards are the research-based standards for adult education and literacy in Vermont and other states. In this series, participants will explore the standard *Use Math to Solve Problems and Communicate*, and learn more about standards-based advanced math instruction for success on the GED and beyond. Participants will do higher-level math themselves, and will do standards-based math instruction with feedback.

This series has four components:

- 1) A math teacher needs assessment to be completed before the series
- 2) The 3 face-to-face workshops
- 3) Intersession "homework" assignments in the form of teaching a math lesson
- 4) Intersession phone appointments with Donna to follow-up on your math lesson with a small group of other participants

Please plan to participate in all of the components of the series when registering.

Pre-requisite: Completion of the Vermont Orientation to EFF, a self-paced online course, and/or successful completion of the EFF Math Series with Donna Curry in the Spring 2009 (Math Part 1 online).

Related competency for adult educators:

Register by Apr 2.

- I develop and maintain knowledge base in my primary content area(s) such as literacy, math, ESOL, workplace, family literacy, etc.
- I use a variety of instructional strategies and tools appropriate to the needs of adult learners.

Annual Assessment Training

Sharon Parker, VT Dept of Ed

1. Chittenden area, Feb 19, 9:30 am- 3:30 pm

2. Rutland, Friday, April 2, 9:30 am- 3:30 pm

3. CVABE, date TBA

1. Burlington area TBD

2. Rutland VAL

3. CVABE Barre

All AEL staff who administer any formal assessments should attend this annual assessment training.

It will cover essential updates including:

- Training on the latest assessment policy and the assessment manual for DataWorks
- Information on specific state and federal reporting guidelines
- How to administer the TABE Form 9/10
- How to administer the CASAS Work and Life assessment for reading

The TABE and CASAS assessment trainings will include introductory training for new testing administrators, as well as refresher trainings on the assessments. Sharon will produce an agenda with timeframes for the beginner and refresher training segments so that participants can plan accordingly to be present for the relevant aspects of the day.

Related competencies for adult educators:

- I use the results of assessment on a regular basis to plan instruction and/or monitor students' progress.

BEST Plus assessment refresher training

Sally Gullion and Sharon Parker

May 21, 9:30 am- 4:30 pm

Central location TBD

This training is for all BEST Plus test administrators, including those who were trained in September 2009 to refresh their skills and understanding of the assessment.

Related competency for adult educators:

Register by May 7.

- I use the results of assessment on a regular basis to plan instruction and/or monitor students' progress.

CASAS Functional Writing Assessment (Initial) Certification

Ellen Currie and Bridget Martin, both VAL staff and FWA trainers

Part 1: March 19, 9:30 am- 3:30 pm

Barre, DOE Annex, 1311 Route 302 (Barre-Montpelier Rd), the Cavern conference room

Part 2: April 2, 9:30 am- 2:30 pm

This training is for staff who need to be initially certified to administer and score the CASAS FWA. You must attend both days of training.

Goals:

Register by March 5.

- To learn how to administer, score, and use results of the CASAS FWA for instruction.
- To gain certification to score the CASAS FWA.

Related competency for adult educators:

- I use the results of assessment on a regular basis to plan instruction and/or monitor students' progress.

ESOL Session 4 of 5: Teaching Writing to English Language Learners Part I

Anne Connor, ESOL consultant

March 5, 9:30 am- 3:30 pm

Barre, Central VT Adult Basic Ed, 46 Washington St, large conference room

This series combines three kinds of professional development for ESOL teachers (including volunteer teachers with the support of the supervisor).

1. It offers a training workshop to continue to improve your skills and knowledge about teaching writing based on the writing process that includes prewriting, drafting, revising, editing, and publishing.
2. It offers a facilitated sharing session as an opportunity for you to share materials, ask questions, and help each other.
3. Spring visits for on-site observation and feedback of your ESOL teaching practices will be arranged for approved applicants.

You may come to all sessions in the series, or pick and choose. Those who complete all 5 sessions will receive a certificate of completion for the series.

Related competencies for adult educators:

Register by Feb 19.

- I use a variety of instructional strategies and tools appropriate to the needs of adult learners.
- I develop and maintain knowledge base in my primary content area(s) such as literacy, math, ESOL, workplace, family literacy, etc.

ESOL Session 5 of 5: Teaching Writing to English Language Learners Part II

Anne Connor, ESOL consultant

May 7, 9:30 am- 3:30 pm

Barre, Central VT Adult Basic Ed, 46 Washington St, large conference room

This series combines three kinds of professional development for ESOL teachers (including volunteer teachers with the support of the supervisor).

1. It offers a training workshop to continue to improve your skills and knowledge about teaching writing.
2. It offers a facilitated sharing session as an opportunity for you to share materials, ask questions, and help each other.
3. It offers the opportunity to debrief on the experience of the on-site observation and feedback.

Those who complete all 5 sessions will receive a certificate of completion for the series.

Related competencies for adult educators:

- I use a variety of instructional strategies and tools appropriate to the needs of adult learners.
- I develop and maintain knowledge base in my primary content area(s) such as literacy, math, ESOL, workplace, family literacy, etc.

Register by April 23. (June 4 is the make-up date for any postponed session in this series.)

Equipped for the Future Orientation for Vermont

Kate Nicolet, course coordinator

Available online at your convenience. Most new staff will plan to complete it within 6 months of hire.

Equipped for the Future Orientation is a separate, free, non-facilitated 4-6 hour online course designed especially for adult education and literacy staff in Vermont who wish to learn more about Equipped for the Future (EFF), Vermont's content standards for adult education and literacy. The course includes ten modules about skills and standards, the four purposes for learning, adult role maps, and the teaching/ learning cycle.

When you have completed the EFF online orientation, you may participate in a study circle on the EFF teaching/ learning cycle or the EFF performance continua, starting this January.

Begin the course by following the directions provided at http://www.learningworksvt.org/html/prof_development.html

Contact kate.nicolet@state.vt.us with any questions.

High School Completion Program Staff Training

HSCP Committee

April 30, 9:30 am- 3:30 pm

Randolph, Vermont Tech College campus, Morey Lounge

HSCP program staff, please hold this date for topics to be determined.

Register by April 16.

Integration of Technology into the Adult Education Classroom

Linda Eckert, consulting facilitator to www.AEPro.org

This course is a 12-hour facilitated online course Online access given to registrants

beginning approx February 1 and ending approx March 15. (1 CEU is optional.)

Have you ever tried to blindly put a puzzle together without knowing what the final picture will look like? This may be what is happening to you when you are trying to integrate computer technology into your classroom. This course will provide quick access to educational resources, lesson plans, activities, tools for evaluating educational software, information about purchasing educational software, and knowledge to help you utilize a variety of software applications and web-based activities in the classroom. Emerging technology for education is overviewed and many Internet resources are introduced with examples of how these resources are now being used in the classroom. Online activities, discussion boards, and assessments will keep you engaged. Vermonters and other adult educators from New England will participate in this course. *If you might like to learn how to facilitate this course online for the future, please say so when registering.*

After completing this course, you will be able to:

- List the different types of software to use in the classroom
- Describe how they can be used in the classroom
- Determine what software can be used in the classroom
- Identify student technology skills needed for using technology
- Identify training tutorials to help students improve their technology skills
- Evaluate the quality and effectiveness of computer software by using the evaluation criteria provided in the course
- Identify types of educational software to use in the classroom, how it can be used in the classroom, the cost of the educational software and where to find information on purchasing and/or using the educational software
- Identify types of productivity software to use in the classroom, how it can be used in the classroom, the cost of the productivity software and where to find information on purchasing and/or using the productivity software
- Identify types of multimedia presentation and demonstration software to use in the classroom, how it can be used in the classroom, the cost of the multimedia presentation and demonstration software and where to find information on purchasing and/or using the multimedia presentation and demonstration software
- Identify items to consider before using the Internet and tools to protect students from visiting unacceptable sites in the classroom
- Create an acceptable use policy
- Determine the quality and educational value of educational websites
- Describe what Internet-Based classroom activities are
- Locate Internet sites appropriate for lesson plans using directories, search engines and discussion lists
- Describe new emerging technologies for the classroom
- Describe the importance of incorporating computer technology into the classroom
- Describe what computer-based learning activities are
- List the characteristics of a good computer-based learning activity and ways to involve students in the computer-based learning activity
- Develop computer based lesson plans

Related competencies for adult educators:

- I demonstrate the knowledge, skills, and understanding of technology that I need to stay current with my position.
- I effectively integrate current and appropriate media and technology as a tool for instruction.

Register by
January 15

Leadership Excellence Academy

Kathi Polis, ProLiteracy and former adult educator and state director of West Virginia

Part 1: October 16, 8:30 am- 4:30 pm

Springfield, VT at the Howard Dean Center

Part 2: May 7, 8:30 am- 4:30 pm

Location TBA in Rhode Island

There are two spots available in the Leadership Excellence Academy. The Academy is for leaders and aspiring leaders in adult education and literacy. You will be entering Year 2 of a 2-year training program that includes participants from Vermont, New Hampshire, and Rhode Island. New participants will be considered "a cohort within a cohort." The program consists of 2 face-to-face trainings on learner persistence and getting teachers off to the right start, one 6-hour self-paced online course, 3 one-hour web casts, and interim assignments.

Contact kate.nicolet@state.vt.us for an application. Supervisory approval is required. The individual is responsible for a \$100 course fee; the individual's organization makes a contribution as well. Travel and lodging is reimbursed.

Learning to Achieve: A Research-Based Training on Serving Adults with Learning Disabilities, SOUTHMary Ide, VAL Windham Regional Manager
Kate Nicolet, VT DOE

Part 1: February 19, 9 am- 12:30 pm

Brattleboro, VAL, 90 Birge St.

Part 2: March 5, 9 am- 12:30 pm

See description above. Register by Feb 5. Snow date is Apr 2

Learning to Achieve: A Research-Based Training on Serving Adults with Learning Disabilities, NORTH/WESTMary Ide, VAL Windham Regional Manager
Kate Nicolet, VT DOE

Part 1: Wed February 17, 9- 12:30

Colchester, VAL, 462 Hegeman Ave

Part 2: Wed March 3, 9- 12:30

See description above. Snow date is Wed March 10.

Orientation to Adult Education and Literacy in Vermont

Kate Nicolet, course coordinator

Available online at your convenience. Most new staff will plan to complete it within 6 months of hire.

Orientation to Adult Education and Literacy in Vermont is a non-facilitated, free online orientation course designed to introduce new Learning Works staff to essential knowledge and skills as they begin their job assignments. It is anticipated that completion of the course will be about 6 hours. Centers are highly encouraged to have new instructors complete the course prior to beginning instruction, whenever possible, or within 6 months of hire. Experienced staff are also welcome in the course.

The course addresses seven key components:

- Lesson 1. Introduction to the Adult Learner
- Lesson 2. Learning Works in Vermont
- Lesson 3. The Enrollment Process
- Lesson 4. Planning and Delivering Instruction
- Lesson 5. Collecting, Documenting, and Reporting Student Achievements
- Lesson 6. Policies and Procedures
- Lesson 7. Professional Development

The course is more than a reading tutorial – it's interactive. This means there are videos, activities, and assignments that will keep staff engaged.

Begin the course by following the directions provided at http://www.learningworksvt.org/html/prof_development.html

Planning Your Professional Growth

Kate Nicolet, Professional development coordinator

Available by center's request.

In this workshop, you will polish or begin your individual professional development plan. If you already have a plan in progress, please bring it. If you don't, you will learn about and use a format for developing an individual professional development plan that you can use into the future. The general process begins with assessing your current knowledge, skills and interests in working with adult learners, then moves to prioritizing areas for growth, identifying and utilizing appropriate resources, and reflecting on your progress. Time in this workshop also will be devoted to working on your plan and to sharing of related resources.

Related competency for adult educators:

- I assess my own needs for professional growth, and I develop a plan and monitor my own progress toward my professional development goals

Study Circle on Using the EFF Performance Continua

Frank Gerdeman, VAL Chittenden learning center manager

Part 1: January 15, 9:30-11

Part 2: January 29, 9:30- 11

Part 3: February 5, 9:30- 11

Colchester, Vermont Adult Learning, 462 Hegeman Ave

The purpose of this study circle is to explore the EFF performance continua and investigate how they can be used to guide instruction and assessment.

Session 1: Participants build familiarity with the four dimensions of performance and consider how it fits with their own experiences as learners and teachers. They also consider how the four dimensions can be supported in the classroom.

Session 2: Participants build familiarity with the reading and writing performance continua and think about ways to use it to guide instruction and assessment. They prepare to use one of the Performance Continua in their own practice.

Session 3: Participants reflect on the helpfulness of using the Performance Continua and continue to explore them through one of three optional activities: revising lessons, creating assessment tools, or adding a new performance level.

Expectations of participants:

- Attendance and participation at all sessions
- Assignments completed between sessions

Related competencies for adult educators:

Register by Dec 31.

- I use a variety of instructional strategies and tools appropriate to the needs of adult learners.
- I identify and respond to learners' individual and group needs, interests, and goals when developing instructional plans and working with students, consistent with the program's mission and goals.
- I use the results of assessment on a regular basis to plan instruction and/or monitor students' progress.

Study Circle on the EFF Teaching/ Learning Cycle

Kate Nicolet, VTDOE Prof. Dev. Coord.
Steve Gerard, VAL director of academics

Part 1: January 15, 9:30-11:30
Part 2: January 29, 9:30- 11
Part 3: February 5, 9:30- 11:30

Two sessions will run simultaneously:
Rutland, VAL, 1 Scale Ave Suite 93 with Steve
St Johnbury, NEKLS, 364 Railroad St with Kate

The purpose of this study circle is to explore the EFF teaching/learning cycle by looking at lessons, reflecting on our practice, sharing strategies, building new lessons, and talking about what the cycle can contribute to instruction.

Session 1: Participants discuss how sample lessons illustrate key teaching principles and the EFF teaching/learning cycle, and evaluate their strengths. They self-assess their own comfort with the cycle and principles and identify an area for intersession practice.

Session 2: Participants share their explorations, as well as tools and strategies that support each step of the cycle. They discuss common challenges that teachers have identified in preparation to implement a full cycle between sessions.

Session 3: Participants share their cycles and then critique a lesson that is good in many ways but not standards-based. This addresses some of the more subtle areas in which teachers may misinterpret the model.

Expectations of participants:

- Attendance and participation at all sessions
- Assignments completed between sessions

Related competencies for adult educators:

- I use a variety of instructional strategies and tools appropriate to the needs of adult learners
- I identify and respond to learners' individual and group needs, interests, and goals when developing instructional plans and working with students, consistent with the program's mission and goals.
- I sequence and pace instruction appropriately.

Register by Dec 31.

Calendar of conferences of interest to adult educators (just a sampling, and fees apply.)

WE LEARN (Women Expanding Literacy Education Action Resource Network) conference
March 4-6, 2010, Providence, RI
Details: <http://www.litwomen.org/welearn.html>

TESOL convention, Boston, MA, March 24-27, 2010
http://www.tesol.org/s_tesol/convention2010/

Here is a link to professional development events sponsored or organized by the VT Dept of Education:
<http://education.vermont.gov/new/html/dept/calendar.html>

Here is a link to a list of other regional, national, and worldwide events, maintained by the National Institute for Literacy: <http://www.nifl.gov/cgi-bin/lincs/calendar/calendar.cgi>